PACIFIC COAST GROUNDFISH INDIVIDUAL FISHING QUOTA (IFQ) HELP GUIDE

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WELCOME TO IFQ

Welcome to the Individual Fishing Quota (IFQ) online system. This guide shows you how to do the following:

- Log on and change your password.
- Navigate to the IFQ site, whether you are a quota share (QS) account holder or vessel account (VA) holder.
- Initiate, accept, decline, and retract quota pound (QP) transfers.
- Review your IFQ catch data

SYSTEM REQUIREMENTS

The IFQ online application requires the Adobe Flash Player browser plug-in, which may already be installed on your computer. Your web browser (Internet Explorer, Mac Safari, Firefox, etc.) will prompt you if you need to install or upgrade the Flash plug-in. You can download it from the Adobe website at http://get.adobe.com/flashplayer/.

Appendix B shows the prompt to install Adobe Flash Player if you run the IFQ application without Flash.

Supported Web Browsers

Platform	Browser
Windows	Internet Explorer , Firefox, Chrome, Safari, Opera, AOL
Macintosh - OS X	Safari, Firefox, Chrome, Opera, AOL Desktop
Linux	Firefox, Chrome, SeaMonkey

If you have any questions regarding Flash, go to the <u>Adobe Flash Player</u> website for a complete list of system requirements.

GETTING HELP

Northwest Region IFQ (Individual Fishing Quota) Groundfish Support Sarah Towne (Permits Office) or Kevin Ford

Toll free: 888-522-0267 Fax: 206-526-4461

nwr.ifq@noaa.gov

HOW TO ACCESS THE IFQ SYSTEM

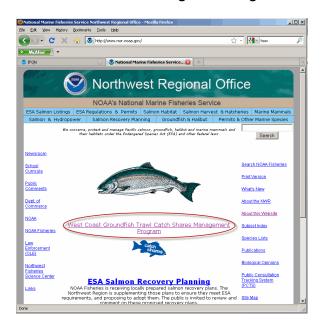
The online IFQ system is located on the NMFS Northwest Regional Office website at

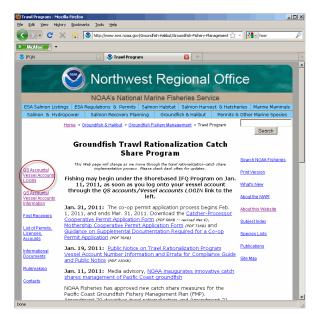
http://www.nwr.noaa.gov

and then do the following:

1. Click the West Coast Groundfish Trawl
Catch Shares Management Program link:

Click the QS Accounts/Vessel Accounts LOGIN link:





This takes you to the IFQ welcome page, where you can log on to the system.

Note: The IFQ system is still under development. Screen shots contained in this document use example data, and do not necessarily reflect real data. Revisions to this document are made periodically, and may not match the latest IFQ version. For the latest version of this help guide, go to the system website.

WELCOME PAGE

This is the welcome page for the Pacific Coast Groundfish IFQ online application.

The **All Messages** box (upper left, circled in red) displays general messages for all account holders and the public. The table displays IFQ species, sector allowances for the entire fishery, catch to date, and remaining QP.

Upper right of the screen:

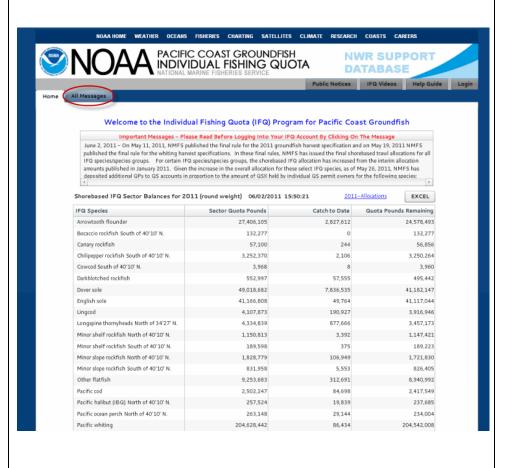
Click <u>Public Notices</u> to see all notices from the NWR.

Click <u>IFQ Videos</u> to see videos explaining quota share/vessel account balances, initiating transfers, and catch share data.

Click <u>Help Guide</u> to view/print a pdf of this help guide.

Click **Login** (upper right, circled in red) to access your account.

You can also click the **Excel** button to download a comma-separated values (csv) file of this page.

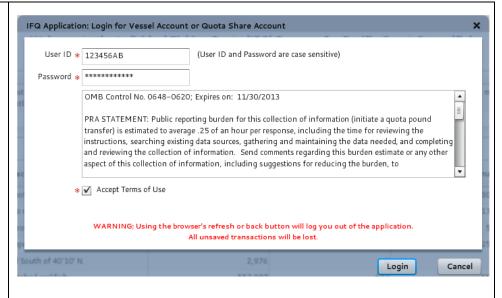


LOG ON

Enter the **User ID** and initial **Password** sent to you from the NWR Permits Office.

Note: If You lose/forget your user ID and/or password, you must call the NWR Office at 888-522-0267.

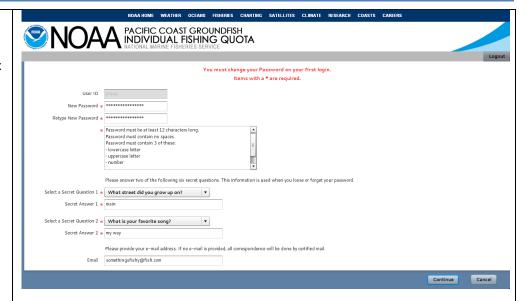
Use the scroll bar to read the terms of use, check **Accept Terms of Use** box, and click the **Login** button (below).



CHANGE YOUR PASSWORD

At the initial logon, you are prompted to change your password, and answer two of six secret questions. The password must:

- Contain no spaces
- 12 character (minimum) length
- Have at least three of the following four character types:
 - Lowercase letter,
 - 2. Uppercase letter,
 - 3. Number, and
 - 4. Special characters.



Click the drop-downs to select two secret questions, and type in the answers. These answers are used to verify your identity in case you forget your password.

Enter an e-mail address (if you have one), then click **Continue** at the bottom right to save account credentials. You will need to login again with your new password.

After logging on, quota share account users see this page.

Vessel account users see the VA

Account Balance page (p. 12)

This Quota Share (QS) Account
Balance Summary displays the
IFQ species, sector QP for the
entire fishery, your individual QS
% by species, the QP adjustment
(from administrative
additions/subtractions), your
total QP (in round weight), your
QP pending transfers, and your
QP available for transfer.

In the upper right of the screen:

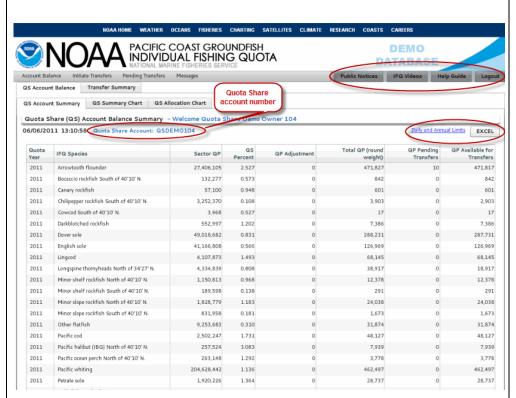
Click <u>IFQ Videos</u> to see videos explaining quota share/vessel account balances, initiating transfers, and catch share data.

Click <u>Help Guide</u> (upper right) to view/print a pdf of this guide.

Click **Logout** to log off the IFQ system.

Click <u>Daily and Annual Limits</u> to view the Shorebased Trawl Vessel Limits for daily, annual, and non-whiting total limits.

Click the **EXCEL** button to download an MS Excel file (CSV format) of your QS account balance summary.



Note: If you click **Help Guide** and nothing is displayed, check the top of your browser for this message:



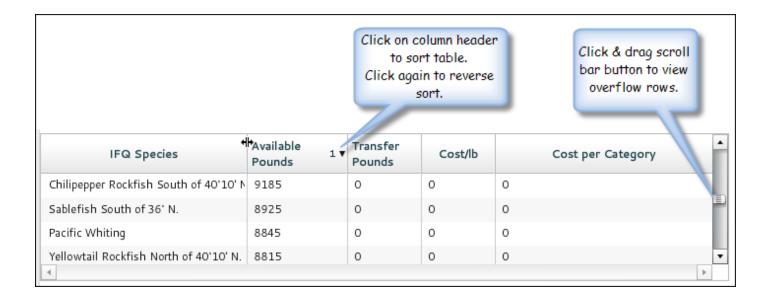
Right-click in the same line as the **Pop-up blocked** message and select **Always Allow Pop-ups From This Site**.

IFQ DATA DISPLAYS

Quota share and vessel account data are generally displayed in tables. A scroll bar appears a table's right side when all data does not fit within the table length. Click and drag the scroll bar button to view overflow rows. Some web browsers support additional user adjustments:

- Sort a column: Click the column header. Clicking it again reverses the sort.
- Move a column: Click a column, and drag it left or right.

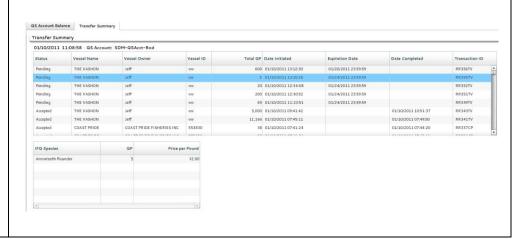
Some PC versions/browsers support adjusting **column width** by clicking and dragging the divider between headings.



QS TRANSFER SUMMARY

Click the **Transfer Summary** tab to display all transfer actions (accepted, declined, pending, or retracted) in your QS account.

Select a row to view details of a transfer action (IFQ species, QP involved in transfer, and price per pound). These details are displayed in box below.



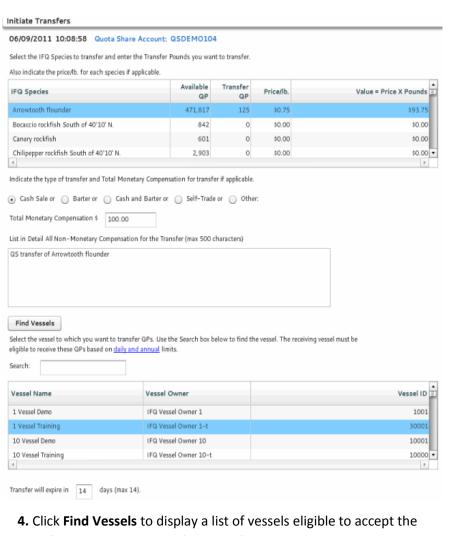
QS INITIATE TRANSFERS

- 1. Select the IFQ Species and enter the amount to be transferred in the Transfer QP column. If you are selling QP on a price/lb. basis, enter this value in the Price/Lb. column. The Value = Price x Pounds column automatically calculates the value of the species transfer.
- 2. Select the type of transaction (Cash Sale, Barter, Cash and Barter, Self-Trade, or Other) by selecting one of the radio buttons below this box.

If you are receiving something in trade for the transferred QP (e.g.,QP of other species), select **Barter**, and describe in detail the items you are receiving in the **List in Detail All Non-Monetary Compensation for the Transfer** box. If this is an internal personal or company trade, select **Self Trade**. If this is some other type of transfer (e.g., a gift), select **Other**.

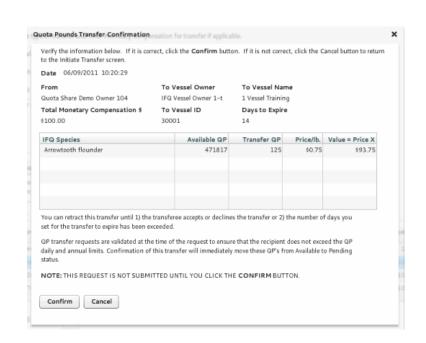
3. Enter the total monetary compensation you are receiving for the QP transferred in the **Total Monetary Compensation** box.

Note: If you are not receiving any monetary compensation for the transfer, you must still enter 0.

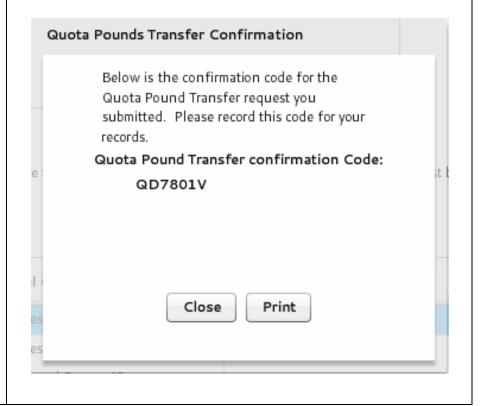


- **4.** Click **Find Vessels** to display a list of vessels eligible to accept the transfer. Use the **Search** to find specific vessel names, vessel owners, or vessel ID.
- **5**. Enter the number of days the transfer remains active in the **Transfer will expire in XX days (14 max)**. You can retract this transfer if the transferee has not taken action (accepted or declined) on the transfer.
- 6. Click Next.

- 7. If this transfer information is correct, click **Confirm**. To make changes, click **Cancel** to return to the previous page and make the necessary corrections.
- 8. Clicking **Confirm** moves the QP from **Available** to **Pending**, and generates the screen on the next page.



9. This is the **Quota Pounds Transfer Confirmation** box, which includes the confirmation code for your records.

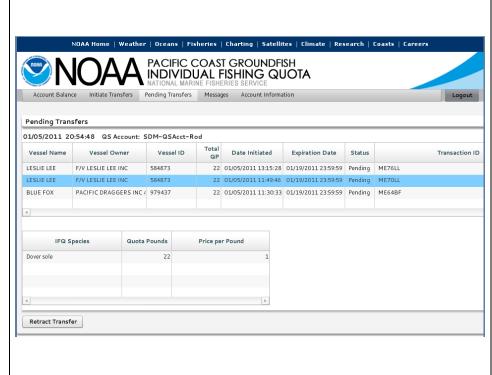


QS PENDING TRANSFERS

The **QS Pending Transfers** page displays the status of *outgoing* transfers initiated by your QS account awaiting action. Click any row in the table to view details of the pending transfers by IFQ species (displayed in the box below).

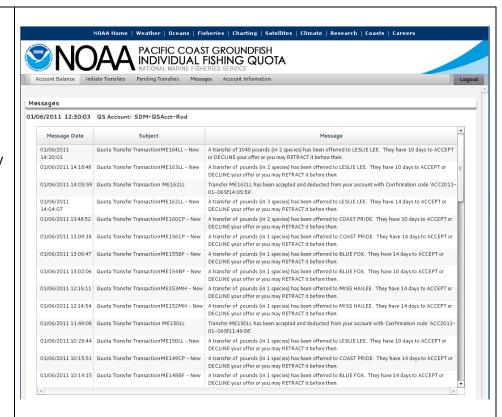
To cancel a pending transfer, select it and click the **Retract Transfer** button (lower left).

You can retract any transfer until the expiration date (established in the transfer) has passed, or the transferee accepts/declines the transfer.



QS MESSAGES

The **Messages** page displays activity in your QS account, including pending/retracted/declined/ accepted/expired transfers. Click any column header to perform a sort.



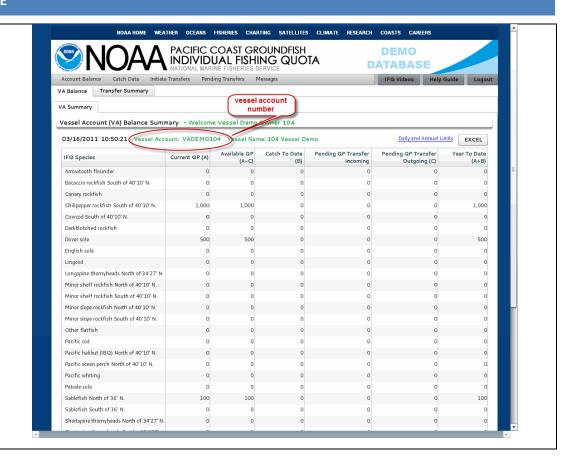
VA ACCOUNT BALANCE

After logging in, vessel account users will see this page.

You will need your vessel account number when you land your IFQ species to create a fish ticket.

The Vessel Account (VA) Balance
Summary displays QP balances for your vessel account.

Hover your mouse over each column, and tool tips appear.



CATCH DATA - BY IFQ SPECIES

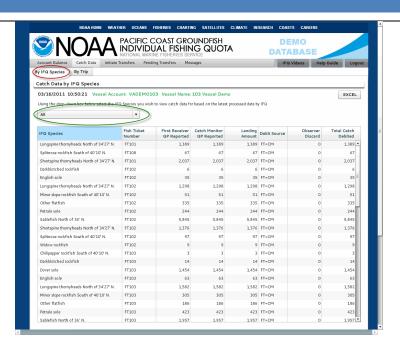
Click the Catch Data tab, and the By IFQ Species page is selected by default. This allows you to view your landings by individual IFQ species, displaying fish ticket number, first receiver/catch monitor QP reported, observer discards, and other landing details.

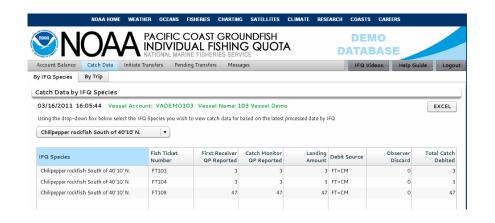
If you click the dropdown (All, near upper left), you can select individual species to view the details.

For example, click the **All** drop-down, and select

Chilipepper rockfish South of 40° 10° N.

This allows you to view your landings for Chilipepper only, displaying fish ticket number, first receiver/catch monitor QP reported, observer discards, and other landing details.





Click the Catch Data tab, and select the By Trip tab. This allows you to view your landings by trip, displaying landing date, initial processed/updated date by IFQ system, fish ticket number, first receiver/catch monitor, observer discards, and other landing details.

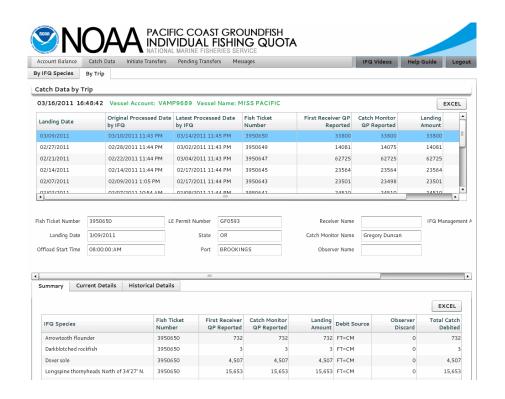
Select a landing date, and the middle section and below are populated with details.

Example: Click the 03/09/2011 landing date, and details of the IFQ species landed (and ticket number) are displayed.

The lower section has three tabs:

- **1.Summary** (default) Lists details of the current landing date selected.
- **2.Current Details**Lists details for only current landings.
- **3.Historical Details** Lists details for all landings.





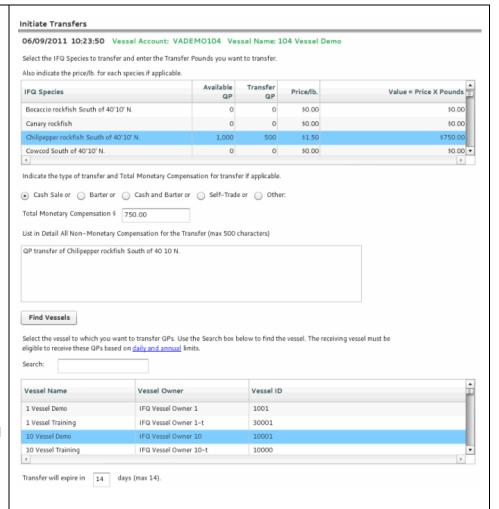
VA INITIATE TRANSFERS

- 1. Select the IFQ Species and enter the amount to be transferred in the Transfer QP column. If you are selling QP on a price/lb. basis, enter this value in the Price/Lb. column. The Value = Price x Pounds column automatically calculates the value of the species transfer.
- 2. Select the type of transaction (Cash Sale, Barter, Cash and Barter, Self-Trade, or Other) by selecting one of the radio buttons below this box.

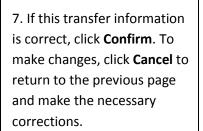
If you are receiving something in trade for the transferred QP (e.g.,QP of other species), select **Barter**, and describe in detail the items you are receiving in the **List in Detail All Non-Monetary Compensation for the Transfer** box. If this is an internal personal or company trade, select **Self Trade**. If this is some other type of transfer (e.g., a gift), select **Other**.

3. Enter the total monetary compensation you are receiving for the QP transferred in the **Total Monetary Compensation** box.

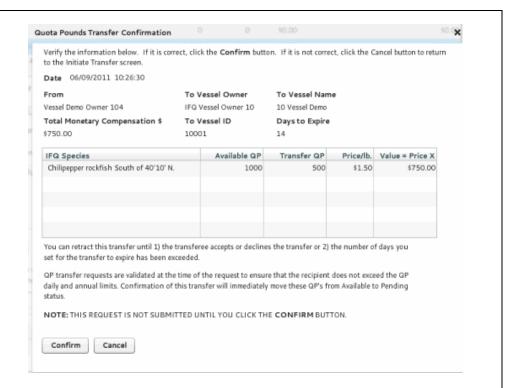
Note: If you are not receiving any monetary compensation for the transfer, you must still enter 0.



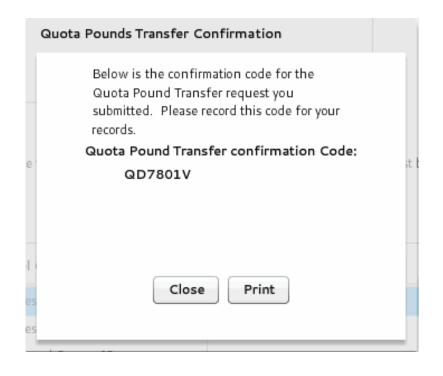
- **4.** Click **Find Vessels** to display a list of vessels eligible to accept the transfer. Use the **Search** to find specific vessel names, vessel owners, or vessel ID.
- **5**. Enter the number of days the transfer remains active in the **Transfer will expire in XX days (14 max)**. You can retract this transfer if the transferee has not taken action (accepted or declined) on the transfer.
- 6. Click Next.



 Clicking Confirm moves the QP from Available to Pending, and generates the screen on the next page.

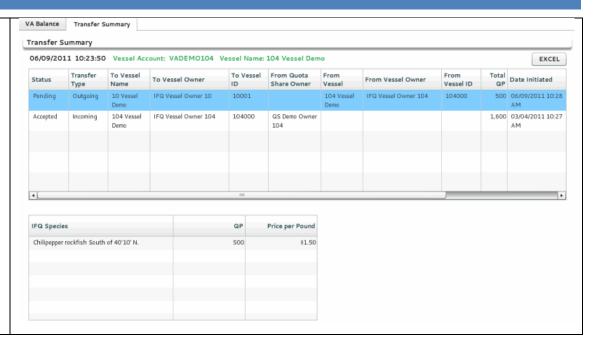


This is the Quota Pounds
 Transfer Confirmation
 box, which includes the
 confirmation code for your
 records.



VA TRANSFER SUMMARY

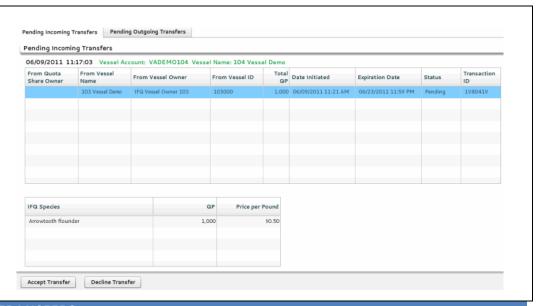
Click the Transfer Summary tab to display the status of all transfers. Click any row to view details (IFQ species, QP, and price per pound) in the lower table.



VA PENDING INCOMING TRANSFERS

This page displays transfers offered to this account from other QS or vessel accounts. Click any row to see the itemized species detail in the lower table.

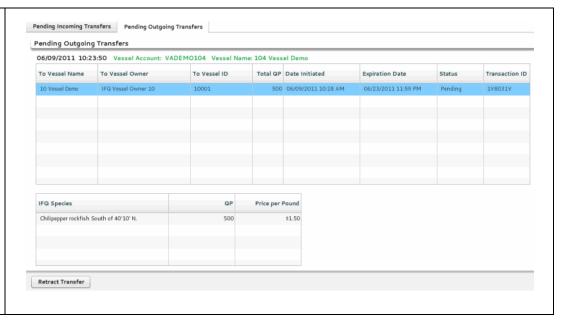
To accept or reject a transfer, select a row and click the **Accept Transfer** or **Decline Transfer** button at the bottom of the screen.



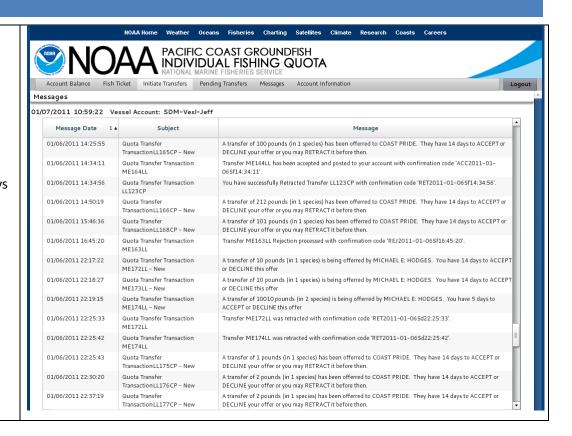
VA PENDING OUTGOING TRANSFERS

This page displays transfers that this vessel account has initiated and awaiting acceptance. Click a row to see the itemized species detail in the lower table.

To cancel a pending transfer, select the row and click the **Retract Transfer** button (lower left).



The **Messages** page displays activity in your vessel account. Click any column header to perform a sort.



APPENDIX A: 2011 SHOREBASED TRAWL VESSEL LIMITS

The interim 2011 Shorebased Trawl Vessel Limits are listed below. Note these numbers are subject to change; to find the current allocations, check the following URL:

http://www.nwr.noaa.gov/Groundfish-Halibut/Groundfish-Fishery-Management/Trawl-Program/upload/2011-accum-limits.pdf

2011 SHOREBASED TRAWL VESSEL LIMITS

6/20/2011

Below is a table showing the shorebased trawf vessel limits for IFQ species in pounds based on the final Shorebased IFQ. Program allocation for 2011 (76 FR 27508, May 11, 2011) and the vessel limits specified at 50 CFR 660.140(e)(4). Some values in this table have increased from the interim 2011 Shorebased IFQ Program allocation (75 FR 82296, December 30, 2010) and are denoted in bold. These values are used to calculate the amount of QP that can be transferred to a vessel account.

The <u>Annual QP Limit</u> is the total amount of QP (used and unused) that may be registered to a single vessel during the year. It applies to the sum of your current QP and your catch to date (landings + discards), which is displayed in the year to date column on your vessel account summary page. The Non-whiting Groundfish Species Annual QP Limit is an overall limit applying to the sum of every IFQ species (excluding Pacific whiting and Pacific halibut).

The <u>Daily QP Limit</u> is the total amount of unused QP that may be registered to a vessel at any time. It applies to your current QP (as listed in your vessel account).

IFQ Category	Total Pounds for Shorebased IFQ Program	QP Vessel Limit (Annual Limit) %	Associated Annual QP Limit (pounds)	Unused QP Vessel Limit (Daily Limit) %	Associated Daily QP Limit
		Landy 10	Canal grounds,	(Daily Linney 10	(pounds)
Arrowtooth flounder	27,406,105	20.0%	5,481,221		
Bocaccio rockfish South of 40°10" N.	132,277	15.4%	20,371	13.2%	17,481
Canary rockfish	57,100	10.0%	5,710	4.4%	2,512
Chilipepper rockfish South of 40°10' N.	3,252,370	15.0%	487,855		
Cowcod South of 40°10' N.	3,968	17.7%	702	17.7%	702
Darkbiotched rockfish	552,997	6.8%	37,604	4.5%	24,885
Dover sole	49,018,682	3.9%	1,911,729		
English sole	41,166,808	7.5%	3,087,511		
Lingcod	4.107.873	3.8%	156,099		
Longspine thomyheads North of 34°27' N.	4,334,839	9.0%	390,136		
Minor shelf rockfish North of 40°10' N.	1,150,813	7.5%	86,311		
Minor shelf rockfish South of 40°10' N.	189,598	13.5%	25,598		
Minor slope rockfish North of 40°10' N.	1,828,779	7.5%	137,158		
Minor slope rockfish South of 40°10' N.	831,958	9.0%	74,870		
Other flatfish	9,253,683	15.0%	1,388,052		
Pacific cod	2,502,247	20.0%	500,449		
Pacific halibut (IBQ) North of 40°10' N.	257,524	14.4%	37,083	5.4%	13,906
Pacific ocean perch North of 40°10' N.	263,148	6.0%	15,789	4.0%	10,526
Pacific whiting	204,628,442	15.0%	30,694,266		
Petrale sole	1,920,226	4.5%	86,410		
Sablefish North of 36° N.	5,613,719	4.5%	252,617		
Sablefish South of 36° N.	1,170,390	15.0%	175,559		
Shortspine thomyheads North of 34°27' N.	3,156,138	9.0%	284,052		
Shortspine thomyheads South of 34°27' N.	110,231	9.0%	9,921		
Splitnose rockfish South of 40°10' N.	3,045,245	15.0%	456,787		
Starry flounder	1,471,586	20.0%	294,317		
Widow rockfish	755,348			5.1%	38,523
Yelloweye rockfish	1,323	11.4%	151	5.7%	75
Yellowtail rockfish North of 40°10' N.	6,821,455	7.5%			
Non-whiting Groundfish Species	170,118,904	3.2%	5,443,805		
	110,110,004		0,440,000		



APPENDIX B: EXAMPLE OF ADOBE FLASH PLAYER MISSING

Sample screen where Adobe Flash Player is missing.

